



UTAH GOLF ASSOCIATION

"A Membership for Everyone!"

The Utah Golf Association (UGA) is the governing body of amateur golf in the state of Utah. The UGA conducts a full schedule, covering most of the calendar year. Included in the UGA schedule are 20 amateur competitions and qualifying rounds, eight-man team leagues throughout the state, interstate competitions and team and individual participation in regional and national competitions. The UGA is governed by a volunteer Board of Directors made up of twelve men and women who serve for three, three-year terms. The day-to-day operations of the association are currently conducted by a full-time staff of five. The UGA has 32,000 individual members and 120 clubs. The Utah Golf Association headquarters is in Millcreek, Utah.

- POSITION:** Manager, Operations
- REPORTS TO:** Director, Championships & Golf Operations
- LOCATION:** 4444 South 700 East, Suite 105, Millcreek, Utah 84107
- SALARY:** \$40,000-45,000 - Commensurate with qualifications and experience
- BENEFITS:** Major Health Care for employee, 50-50 premium sharing for spouse and/or dependents; Dental; Life Insurance; 401k with 4% match; mileage reimbursement; paid vacation, holidays and sick leave
- RESPONSIBILITIES:** See attached job description below
- PLEASE INCLUDE:** Letter of interest, resumé, & references
- DEADLINE:** Open until filled

Send letter of interest, resume, references and salary requirements via e-mail to:

Easton Folster, Executive Director
Utah Golf Association
Email: easton@uga.org

Manager, Operations

Overall Job Mission

Manages the interclub league programs, Player Performance Rankings, championship website content as well as works in collaboration with the Director, Championships & Golf Operations to manage the administration of all the UGA's competitions and assists with the on-site operations of UGA Championships, USGA qualifiers and special events. Will assist the Director, Course Rating on special course rating tasks & projects. We are seeking a highly motivated team player, with a passion for sport with experience to execute events for our players, volunteers, and facilities.

Competitions

- Assists in the management of UGA Championships & interclub league programs, including site selection, registration, qualifying events, volunteer coordination, course marking and all aspects of tournament day logistics.
- Work with UGA staff and USGA Committee Members in conducting USGA qualifiers throughout the state of Utah.
- Work with allied golf associations and UGA member facilities to compile a state-wide tournament calendar and a comprehensive list of all Player Performance Rankings (PPR) events and work with host sites to avoid conflicts.
- Work with the UGA Board to recognize Utah's outstanding players including Players-of-the-Year, Pacific Coast Amateur Team, Utah-Arizona Shootout Team, and any other events or special recognitions.
- Assist with other golf championships as directed by the Director, Championships & Golf Operations
- Work with the UGA board to review policies, site selection, player recognition and team representation, special exemptions and any other tournament matters that come before the board.
- Assist with event coverage including writing stories and producing digital content.

Rules

- Work with the UGA Rules Committee on volunteer recruitment and training, education initiatives and on all matters to come before the committee.
- Assist in the development and teaching of the UGA's Rules of Golf Workshops and other continuing education programs.
- Coordinate and promote all association conducted Rules Seminars for UGA member clubs and facilities which include scheduling, instructor training and presentation updates.
- Answer any general written, electronic or phone inquiries related to the Rules of Golf that come through the UGA office.

Course Rating

- Assist with course rating projects and tasks as directed by the Director, Course Rating.
- Be educated on the Course Rating Program and attend course rating education seminars when required.

General Job Responsibilities

- Budget – Responsible for working with the Director, Championships & Golf Operations on the creation of an annual budget for all programming which this employee oversees.
- Customer Service – Assist with answering general phone calls.
- Office Hours – Maintain work hours as defined by UGA employee manual. This job requires a great deal of travel throughout Utah.
- Employee Manual – Comply with all other expectations as defined in UGA employee manual.
- General – Perform additional duties as assigned by the Executive Director.
- Membership – Aid in all UGA membership activities, including processing memberships, answering phone calls, troubleshooting online issues, writing stories and producing digital content.
- Interns – Assist in supervising and managing the hiring, training, evaluation, and daily activities of intern staff.

Preferred Qualifications & Experience

- Bachelor's degree from a four-year college or university.
- One or more years of relevant work experience in golf administration.
- Knowledge of the Rules of Golf.
- Ability to work effectively with a wide variety of volunteers.
- Good leadership and organizational skills.
- Self-directed individual with strong work ethic and enthusiasm.
- Excellent written and oral communication skills.
- Reliable transportation required with a valid driver's license.

Technical Skills

- Computer literate using Microsoft Office.
- Proficient with GHIN Handicap Program (GHP) and Golf Genius Tournament Management.
- Experience in content creation and related software (Adobe Products).

Physical Requirements

- Time spent at UGA office will be at a desk, remainder of time will be spent at tournaments, events, seminars, meeting with clubs and members, and other travel as needed.
- Ability to effectively communicate with co-workers, customers, and outside agencies by telephone and in person. Ability to lift/carry up to 50 lbs.
- Ability to work an extensive schedule during the tournament season.